

**AmeriCorps Instructional Support Team
Butler County Board of Education**



**2007-2008
Member Manual**

This manual includes policies and procedures created by the AmeriCorps Instructional Support Team for the purpose of clarifying expectations of Members participating in the program and creating a signed, legal contract between the Member and the Butler County AmeriCorps Instructional Support Team.

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*Are available and intended for members to refer to as needed electronically on our website at <http://www.butlerco.k12.al.us/ameri corps> along with updates and education award information.

Section I: General Information

AmeriCorps Instructional Support Team

The AmeriCorps Instructional Support Team is a local adaptation of the national AmeriCorps program, established in 1997 by the Butler County Board of Education. This program addresses the issue area of school success. Members will provide assistance to rural students in grades preschool - 1 at W.O. Parmer Elementary School, McKenzie School, R.L. Austin Elementary School and Pre-School programs that are at-risk of school failure. Members will provide before school, classroom, after school, weekend, and summer assistance programs for the students. Members will be assigned to a team to serve at one or more school sites (although assignments may change during the year). This program consists of twenty (20) full-time members, four (4) service sites, AmeriCorps Program Director, and an AmeriCorps Administrative Assistant. While each site will use different techniques and programs to assist their students, all members strive toward a common goal-- to enhance the education of our students. For more information/visit AIST web site---www.butlerco.k12.al.us/americorps or the Alabama web site ---www.goncs.state.al.us or the CNCS web site---www.nationalservice.org

AmeriCorps is the service program of the Corporation for National and Community Service. The Corporation, headquartered in Washington, DC, receives special funding from the federal government. Over 70,000 members will serve nationally each year and receive educational awards for their service. AmeriCorps is a program, which tackles specific needs identified by the community. Over 3,000 nonprofit, public agencies and faith-based community organizations across America will participate in establishing the AmeriCorps national service network. Each AmeriCorps program must address an area of national concern within their local community. These areas are education, public safety, human needs and the environment. In the quest to address these needs, AmeriCorps will: get things done, strengthen communities, encourage responsibility and expand opportunity.

Service Activities

There are no typical AmeriCorps service activities. Service Activities will vary from day to day. Members will be: assisting students one-on-one and in small groups; assisting with before school, during school, after-school, weekend, and summer programs; recruiting volunteers; attending faculty meetings; attending Butler Board of Education meetings; public speaking, creating and presenting presentations; attending weekly AmeriCorps member meetings; and much more.

Expectations of members

Members are required to work **FULL TIME** until the end of the service term (September 30) with AmeriCorps. Full time service is 40 or more hours per week with a minimum of **1710 hours** during the service year (including holidays, weekends, and summer months). Members are expected to uphold the mission and goals of the AmeriCorps program, AmeriCorps Instructional Support Team, the Butler County School Board, and the

participating school sites. Members must understand and accept that they will become role models for the students and community. Members will also be expected to keep weekly service logs, attend program training sessions and trips, attend school training and faculty meetings, attend School Board or committee meetings, attend weekly member meetings, attend state-wide AmeriCorps activities, and work to the best of one's ability with a positive attitude. Members are expected to report to the assigned school/training activity/ meeting, dressed according to the dress code, and ready at the time specified. Tardiness or unexcused absences are not tolerated. Members are limited to a total of two (2) personal leave days per annual service term and one (1) sick leave day per month.

Service Hours

Service hours (daily/weekly schedule) are set by the school sites and the AmeriCorps program director. AmeriCorps service is not a 9 to 5 job. Whereas most days will consist of 7:30 am - 5:00 pm, members are expected to be available before school, during school, after school, weekend, holidays, summer months, evenings, nights, and multi-day out-of-town trips. At times, members of this AmeriCorps program will participate in national and/or statewide service days, activities, and programs (some of these events will be overnight, during school holidays, on weekends, and during the summer).

Recruitment / Selection

Members are recruited for service in many ways. Some methods include: newspaper articles; PSAs on public access television and newspaper columns; web sites; national and state recruitment systems; staff suggestions; word-of-mouth; listings in the Alabama Unemployment Services; AmeriCorps information kits and applications; contact with universities and colleges; national exposure; and mass mail outs.

Profile of a member

There is no standard profile of an AmeriCorps member. Diversity is very important to the success and development of AmeriCorps. AmeriCorps believes that by involving members of differing backgrounds, ages, interests, educational levels, geographic locales, and experiences will allow for the better creation of new programs and implementation of existing programs. Members must certify that they meet the minimum qualifications.

Scheduling

Members' service hours (daily / weekly schedule) are set by their site and the AmeriCorps program director. AmeriCorps service is not a 9 am to 5 pm job. Whereas most days will consist of 7:30 am - 5:00 pm (before school, during school, and after school), members are expected to be available for before school, during school, after school, weekend, holidays, summer months, evenings, nights, and multi-day out-of-town trips. At times, members of this AmeriCorps program will participate in national and / or statewide service days, activities, and programs (some of these events will be during school holidays, on weekends, and during the summer).

Weekly AmeriCorps member meetings are currently scheduled for every Friday 1:30 pm - 3:30 pm at the AmeriCorps Office in the Butler County Education & Community Center. Members are responsible for coordinating their weekly service schedule with the school to ensure this is blocked.

Members who have major and/or special programs in operation during a corps service project or training event must obtain prior approval from the AmeriCorps program director before missing all or any portion of the event. Failure to gain prior approval may be grounds for disciplinary action.

Members are responsible for securing reliable transportation to adhere to the service or training schedule. *Tardiness and unapproved absenteeism will not be tolerated.*

Members may not hold a second job unless approval is given by the AmeriCorps program director. If approval is granted, the member must agree that the second job will not conflict with any AmeriCorps service or training schedule, including unannounced changes. Members may enroll in school, but the class schedule must be approved **prior** to enrollment and may not conflict with any service or training schedule, including unannounced changes. **Members are required to, regardless of the demands or other jobs or school, attend weekly meeting, overnight trips, training programs, and all service assignments.** Members who attain a second job or enroll in school prior to approval are subject to release.

General Information

The AmeriCorps Instructional Support Team is part of a nation-wide national service movement. This year over 70,000 people, of every age and background, across the nation are taking advantage of the opportunities of AmeriCorps by becoming AmeriCorps members. In Butler County, the Butler County School Board established the AmeriCorps Instructional Support Team. This program, in its ninth year of operation, consists of 20 full-time members, site coordinators, a program director, and an administrative assistant. Members will be addressing the issue area of school success by assisting students at W. O. Parmer Elementary School, McKenzie School, R. L. Austin Elementary School and Pre-School Programs.

Number of Members: 20
Member Status: full-time
Service Year: October 1 - September 30
Issue Area: school success (targeting at-risk students in grades preschool-1)
Service Sites: W. O. Parmer Elementary School, McKenzie School, R. L. Austin Elementary School, the Butler County Education & Community Learning Center, Greenville Elementary, the Butler County Vocational Center, Dunbar Recreational Center, YMCA, and "Every Child Deserves A Chance."

Other Staff: Program Director and Administrative Assistant
AmeriCorps Office: The Butler County Education & Community Center
211 School Highland Road
Greenville, AL 36037
334-382-5199 ext. 1401
334-382-7592 (Fax)

II. AmeriCorps Terms

AIST – The AmeriCorps Instructional Support Team serving in Butler County, AL.

AmeriCorps – The “domestic Peace Corps” is a national service program that provides thousands of Americans of all ages and backgrounds with education awards in exchange for a year or two of community service. In general, AmeriCorps programs provide members with a full or part-time service experience, a living stipend, and an education award from the National Service Trust Fund. AmeriCorps includes AmeriCorps*State/National (the grant program), AmeriCorps*VISTA, and AmeriCorps*NCCC (the National Civilian Community Corps).

AmeriCorps member –members should not be called employees, workers, staff, apprentices or typical volunteers. They are Members of **AmeriCorps**. Members serve on a full-time or part-time basis in an AmeriCorps program and are eligible to receive an education award (AIST consists of full-time slots only).

AmeriCorps*CARE – The contact agency in Washington, DC, that administers reimbursement for childcare expenses incurred by dependents of full-time, qualified, AmeriCorps members. (800). 570.4KID (4543). <http://www.naccrra.org/ameriCorps/>

AmeriCorps National Service Network – The network of all AmeriCorps programs, including AmeriCorps* USA, AmeriCorps* VISTA and AmeriCorps*NCCC.

AmeriCorps Promise Fellows – Promise Fellows serve in a leadership corps of approximately 500 AmeriCorps members who spearhead community efforts to deliver the Five Promises of the President’s Summit for America’s Future to children and youth across the nation.

AmeriCorps*NCCC (National Civilian Community Corps) – AmeriCorps*NCCC is a 10-month full-time residential program operated directly by the Corporation, which combines the best practices of civilian service with the best practices of military service, including leadership development and team-building. A team-based program for young women and men between the ages of 18-24. AmeriCorps*NCCC conducts service projects in partnership with local and state sponsors.

<http://www.americorps.gov/about/programs/nccc.asp>

AmeriCorps*State and National – A national service program operated by local and national non-profits, local and state government entities, Indian tribes, territories, and institutions of higher education.

AmeriCorps* VISTA (Volunteers in Service to America) – A national service program for more than 30 years, in which citizens 18 years of age and over engage in one year of service, serve low-income communities and families across the country. Members of AmeriCorps*VISTA work and live in the communities they serve, creating or expanding programs that can continue after they complete their service.

<http://www.americorps.gov/about/programs/vista.asp>

Benefits – Included in AmeriCorps member benefits are training/education, health insurance (for full-time AmeriCorps members not otherwise covered), and childcare (for eligible full-time AmeriCorps members).

Citizen Corps – The new citizen Corps includes initiatives to engage Americans in specific homeland security efforts in communities throughout the country. The volunteer initiatives, lead at the local level by new Citizen Corps Councils, include a Medical Reserve Corps, Fire Corps, Neighborhood Watch Program (NWP), Volunteers in Police Service Program, and a tripling of Community Emergency Response Team (CERT) members. <http://www.citizencorps.gov/>

Community-Based Agency – A private nonprofit organization (including a church or other religious entity) that is representative of a community or a significant segment of a community and is engaged in meeting human, educational, environmental or public safety community needs.

Community Emergency Response Team (CERT) – A training program that prepares neighborhood organizations to take a more active role in planning for and reacting to disasters and other emergencies. <https://www.citizencorps.gov/cert/>

Compelling Personal Circumstances – Regulations state, “An individual who is released from a term of service for compelling personal circumstances, in accordance with #2522.230 (a) of this chapter, is eligible to receive a pro-rated education award.” The Corporation gives the following examples for compelling personal circumstances: sickness or critical illness of the member, death or critical illness of a member of the member’s immediate family, termination of a project site if reassignment to another project site is not possible. In other words, compelling personal circumstances are issues outside of the corps members’ control. Examples of situations that would not constitute compelling personal circumstances include: returning to school, getting a job, a member finding out she/he doesn’t like AmeriCorps, the living allowance is too small, etc.

Corporation for National and Community Service (CNCS) “The Corporation” – The Corporation for National and Community Service federally established under section 191 of the Act (42 U.S.C. 12651), which funds and administers AmeriCorps, as well as Learn and Serve America and the Senior Service Corps. Authorized by the National and Community Service Act of 1993 and exists as part of the USA Freedom Corps. <http://www.nationalservice.gov/>

Corps – This word is used to describe a team of AmeriCorps members. The word is pronounced as “core” (as in “apple core”).

Department of Homeland Security – Protects United States borders against acts of terrorism. The Department of Homeland Security also protects the rights of American citizens and enhances public services, such as natural disaster assistance and citizenship services.

Education award / Segal AmeriCorps Ed Award – An Education award is an award provided to a member who has successfully completed a required term of service in an approved national service position and who otherwise meets the eligibility criteria in the Act. An education award may be used: (1) to repay qualified student loans, as defined in the Act; (2) toward educational expenses at a Title IV Institution of Higher Education; (3) toward expenses incurred in participating in school-to-work programs approved by the Secretaries of Labor and Education. A benefit of \$4,725 (full-time) AmeriCorps members may receive after successful completion of a term of service.

Federal Emergency Management Agency (FEMA) – A part of the Department of Homeland Security, seeks to lead America to prepare for, respond to and recover from disasters. FEMA oversees the implementation of the Citizen Corps program as well as CERT. <http://www.fema.gov/>

Federal Fiscal Year – begins October 1 and ends September 30

Getting Things Done – The motto of AmeriCorps and the Corporation and its primary goal. It means doing direct service that achieves demonstrable results in communities.

Learn and Serve – Service-learning programs that are designed to enrich academic learning and promote personal growth in participants while meeting community needs. There are two categories of Learn and Serve America programs: K-12 and Higher Education.

Living Allowance, Stipend – A living allowance, not a “wage” or “salary”, that may be provided to AmeriCorps members enrolled and active in an AmeriCorps program.

Make A Difference Day – A national day of volunteering sponsored by USA Weekend in partnership with the Points of Light Foundation held on the fourth Saturday of October. <http://www.usaweekend.com/diffday/index.html>

Martin Luther King, Jr. Day ON for Service – A day to honor Dr. Martin Luther King’s philosophy on service that encourages the development of service projects that bring people together in pursuit of common objectives that are of value to the community, with particular emphasis on projects with and for young people. (January) <http://www.mlkday.gov/>

Medical Reserve Corps Program – An organized local groups of health care workers, active and retired who would volunteer their services during a major emergency where a large number of health care workers would be needed.

Member Corps Council - A leadership group of selected Alabama’s AmeriCorps members who meet to discuss and deal with current member issues.

Mission of AmeriCorps (4 areas) – (1) Getting Things Done, (2) Strengthening Communities, (3) Encouraging Responsibility; (4) Expanding Opportunity.

National and Community Service Act of 1990 – The Act of 1990 was passed by Congress and signed into law to establish the Commission on National and Community Service.

National and Community Service Trust Act of 1993 – The Act of 1993 amended the National and Community Service Act of 1990, to establish the Corporation for National and Community Service by combining the Commission for National and Community Service and ACTION.

National Identity – The sense of purpose and membership in a common program that all AmeriCorps members share. National identity can be promoted and strengthened by everything from buttons and T-shirts to reflection activities, common national service projects, and civic education.

National Senior Service Corps – Also called “Senior Corps.” Funded by the Corporation for National and Community Service, NSSC is a network of more than a half a million seniors (ages 55 and over) who make a difference through the Foster Grandparents Program, the Senior Companion Program, and the Retired and Senior Volunteer Program (RSVP). Volunteers in each of the Senior Corps programs are committed to sharing their life experience in order to solve critical local problems in the areas of education, public safety, the environment, and other human needs.

<http://www.seniorcorps.org/>

National Service – Any Corporation funded service programs, including AmeriCorps, Learn and Serve America, and National Senior Service Corps, regardless of whether such program offers stipends or education awards. (“national service” in lower case refers to the broader field of national efforts, including those operational abroad, like Peace Corps and those focused on military, rather than civilian service).

National Service Trust Fund – The account established in the United States Treasury Department under the act (42 U.S.C. 12607) for the purpose of holding and making payments of education awards and other education benefits to AmeriCorps members. 888.507.5962. <https://my.americorps.gov/mp/login.do>

National Volunteer Week – A week designated to nationally promote and recognize the efforts of citizen volunteers of all ages. Usually the third week of April.

<http://www.pointsoflight.org/programs/seasons/nvw/>

National Youth Service Day – An annual public education campaign that occurs in April, highlighting the efforts of young people in their communities, encouraging more young people to become involved in volunteering and promoting the benefits of service to the American people. <http://ysa.org/>

Non-displacement – AmeriCorps members cannot perform any services that would result in a paid employee losing a job or failure to hire a paid employee.

Partner Agencies (Schools) – Partner Agencies are service sites and organizations where AIST members perform their term of service.

Peace Corps – A federal program with three goals: to help the people of interested countries in meeting their need for trained men and women; to help promote a better understanding of Americans on the part of the peoples served; to help promote a better understanding of other peoples on the part of Americans. <http://www.peacecorps.gov/>

Performance Measurements – Performance measurements are indicators intended to help a grantee measure the results of an AmeriCorps program’s activities on community beneficiaries and participants.

Points of Light Foundation – A nonpartisan, nonprofit organization that was established in May, 1990 to engage people more effectively in volunteer community service to help solve serious social problems. In October 1991, the Foundation merged with The National Volunteer Center, which brought a 21-year history of supporting and strengthening volunteer activity. <http://www.pointsoflight.org/>

President’s Summit for America’s Future – The historic gathering in Philadelphia in April 1997 at which former Presidents Clinton, Bush, Carter and Ford and General Colin Powell called for all Americans to find ways to ensure that all children have access to the fundamental resources they need.

Program – A coordinated group of activities linked by common elements such as recruitment, selection, and training of members and staff, regular group activities and assignment to projects organized for the purpose of achieving the mission and goals of national and community service.

Progress Reports (quarterly) – Progress reports are filed every three months by the AIST program staff and highlights accomplishments and progress toward the attainment of the program’s selected performance measurements.

Project – An activity or a set of activities carried out as part of a program that results in a specific, identifiable community service or improvement.

Retired and Senior Volunteer Program (RSVP) – Part of the National Senior Service Corps Network, this organization is funded by the Corporation for National and Community Service. Among activities, volunteers (55 and older) organize neighborhood watch programs, tutor teenagers, renovate homes, teach English to non-English speakers, program computers, and help people recover from natural disasters.
<http://www.seniorcorps.gov/about/programs/rsvp.asp>

Serve, Service – When possible, serve and service should be used rather than “work” when referring to AmeriCorps members’ activities.

Service Site – A service site is a place where service is being performed by AmeriCorps members and perhaps other people who are volunteers and/or employees. A service site is

not a “work” or “job” site. AIST members are placed at service sites within the Butler County School System and community.

Service Learning – Service-learning is an educational method that helps members learn through active participation in thoughtfully organized service projects.

Statewide Opening Celebration Ceremony – A gathering of Alabama AmeriCorps members to kick off the program year. It involves training and orientation.

Site Visit – Official visit by the Governor’s Office of Faith-Based and Community Initiatives program officers to program sites throughout Alabama. They are an integral part of the evaluation of programs and help to provide assistance to each program.

Stipend – A living allowance given to an AmeriCorps member.

Successful completion of a term of service – Successful completion of service is exactly what it says! It is determined by each program and must contain at least 1700 hours served within 9 to 12 months (full-time). It may include other factors as set forth by individual programs in a written agreement.

Term of service – A term of service is determined by each program and must contain at least 1700 hours served within 9 to 12 months (full-time). AIST member serve at least 1710 hours within one year (October 1st – September 30th).

USA Freedom Corps – The USA Freedom Corps is a federal umbrella organization for the Corporation, Peace Corps and the new Citizen Corps. It will promote a culture of responsibility, service and citizenship. It will work with key service agencies in government and the nonprofit sector to provide incentives and new opportunities to serve at home and abroad. The USA Freedom Corps will draw on help from Americans of all ages and every background. <http://www.usafreedomcorps.gov/>

Volunteer – A person who performs or offers a service of his or her own free will meant to encompass community involvement activities in which the provider does not receive a living allowance or other benefits beyond reimbursement for mileage or other incidental expenses.

VolunteerMatch– An online, nonprofit service that helps match interested volunteers with community service organizations throughout the United States.
<http://www.volunteermatch.org/>

AIST / Butler County Terms

AIST – The AmeriCorps Instructional Support Team in Butler County, AL.

<http://www.butlerco.k12.al.us/ameri-corps>

BCECLC – Butler County Education & Community Learning Center (old Greenville High School) is the location of the AIST office, member trainings and Weekly Meetings.

Board Meetings – The Butler County Board of Education holds monthly board meetings. AIST members are required to attend at least five (5) meetings within their service year.

Builders Club – The largest service organization for middle school students (ages 12 to 14), with more than 40,000 members worldwide. The first Builders Club was chartered in 1975. Builders Club is a “student-led” community service organization, which operates under school regulations and draws its member from the student body. Community-based Builders Clubs also may be established at community facilities such as: churches, libraries, YMCA’s, or lodges. Builders Club is unique because a Kiwanis club, composed of leading business and professional people of the community, serves as the club’s sponsor. AIST conducts Leadership Day with the Butler County Middle School Builder’s Club. Members will provide team building skills through team development activities and games.

Community Volunteer – Individuals recruited by AIST members who help the program achieve its community service objectives. They are additional volunteers, new to the program or activity, whose contributions are made possible by the AmeriCorps members. They are not program partners, advisory board members or staff. Each AIST member will recruit two (2) community volunteers and record their hours on monthly volunteer logs.

Mandated Trainings – Throughout the service year, training sessions and overnight trips will be held. These sessions provide uninterrupted time for intense training, the development of spirit de corps, and fellowship. All members are required to attend the entire training session or trip unless prior arrangements have been made with the AmeriCorps Program Director.

Notification Letters – calculated once a month to AIST members to reflect their total hours. Each member will receive two copies (one to sign and return to the AIST office and one to keep for personal records).

Service Logs – Weekly sheets that record and indicate a member’s service, training and fundraising hours along with a description of the daily activities. Weekly Service logs must be written in ink (blue or black only) and signed by site supervisor.

Site Supervisor – The site supervisor is the principal of your site/school or your teacher. The Site Supervisor signs the AIST member's weekly service log and any request for personal leave or illness. A list of Sites and Site Supervisors will be given to each member.

Site Visit – Official visit by the AIST program staff to service sites throughout Butler County. They are an integral part of the evaluation of members as well as sites and help to provide assistance.

Team Leader – Each site will have an AmeriCorps team leader who is responsible for providing and retrieving communication and feedback from the AIST staff through email, fax correspondence and phone.

Volunteer Logs – Monthly sheets filled out by AIST recruited community volunteers and turned in by the AIST member.

AmeriCorps is an experience, not a JOB!!!



AmeriCorps Mission

Needs and Services Activities
Community Strengthening
Encouraging Responsibility
Expanding Opportunity

Needs and Services Activities

AmeriCorps provides service to address Americans' educational, public safety, human, and environmental needs. By performing direct service and achieving demonstrable results in meeting such needs, AmeriCorps will secure a smarter, safer, and healthier future for the Americans they touch.

Community Strengthening

While we rightly celebrate the ways we differ, we also need to remember the values we share. AmeriCorps strengthens communities in two ways. First it unites citizens from different backgrounds in improving our communities. Second, AmeriCorps brings together diverse institutions in partnerships to **get things done** in communities.

Encouraging Responsibility

AmeriCorps strengthens the spirit of citizenship. Through service, discussion of service, and education about service, AmeriCorps enables members to see themselves as problem-solvers, not problems and to become leaders, not just be followers and to act on their responsibility, not just their rights. While strengthening their desire to serve, AmeriCorps gives members the tools to fulfill their responsibility throughout their lives.

Expanding Opportunity

The experience of AmeriCorps expands opportunity in vital ways, providing invaluable life skills. Members emerge knowing how to teach, touch and build lives.

III. Annual Performance Measurements

In order to measure the effectiveness and impact of the AmeriCorps Instructional Support Team, nine annual performance measurements have been established. These measurements are broken into three categories: *Needs and Services Activities*, *Member Development*, and *Strengthening Communities*. Each category represents an area of focus and a structure for the activities of the AmeriCorps Instructional Support Team. These measurements are incorporated into the AmeriCorps grant and progress toward meeting these performance measurements must be documented. Future funding of the AmeriCorps Instructional Support Team is dependent upon the program achieving the established performance measurements. Achievement and documentation of these measurements is a team effort of the participating schools, staff and teachers, the AmeriCorps members and staff, and the Butler County Board of Education's Central Office.

Needs and Service Activities Performance Measurements

These measure the effectiveness and impact member's service in the academic performance and attitude of students in the schools being served.

Measurement

To improve school readiness, members will provide early intervention to 110 rural preschool students and their parents who are at-risk of school failure. 100% of students will master 75% of basic skills as measured by pre and post assessment tests.

Member Development Performance Measurements

These measure the effectiveness of the member training and education component of the AmeriCorps program.

Measurement

In order to acquire Instructional Support Certification, all 20 AmeriCorps members will successfully complete the 60-pre-service training course offered by AIST and as evidenced by the certification records. AmeriCorps members will score at least 85% on Instructional Support Certification test.

Community Strengthening Performance Measurements

These measure the impact of the AmeriCorps program in the community.

Measurement

In order to build sustainability of the AmeriCorps Instructional Support Team, the program will recruit and involve 45 community volunteers, serving a cumulative of 3,400 hours as evidenced by volunteer participation records.

Section II: Member Contract

All members receive a contract during the initial orientation further detailing the benefits and expectations of members serving in the AmeriCorps Instructional Support Team. The AmeriCorps Instructional Support Team Program Director will review the member contract with members and both parties' signatures along with the Butler County Superintendent and Federal Program's Coordinator's signatures will document agreement of the members as a participant in the program.

I. Purpose

It is the purpose of this agreement to outline the terms, conditions, and rules of membership regarding the participation of _____
(print name)
(Hereinafter is referred to as the "member") and the AmeriCorps Instructional Support Team, an Alabama AmeriCorps* State program operated by the Butler County Board of Education (hereinafter referred to as the "Program").

II. Eligibility

A. Minimum Requirements

To be eligible to enroll in the AmeriCorps Instructional Support Team an individual must:

- Be a U. S. citizen, a U.S. national or lawful permanent resident alien in the United States;
- Be at least 18 years of age,
- Have a high school diploma OR received a General Equivalency Diploma (GED),
- Have completed a minimum of 60 credit hours of higher education OR Work Keys Test Results (must have documented proof),
- Be able and willing to commit to continuous AmeriCorps service until September 30, 2008,
- Be able and willing to commit FULL-TIME (40 hours or more hour a week) service, serving a minimum of 1710 hours before September 30, 2008,
- Be available for flexible service schedule (including: before school, during school, after school, weekend, holiday, summer months, evenings, nights, and multi-day out-of-town trips) to be set by Program;
- Submit AND pass a **criminal background check** AND clearance from the **National Sex Offender Registry**;

The member will allow **personal background checks** through a law enforcement agency, state agency, or federal agency of the Program's choice. If the criminal background check results in the disclosure of criminal/reportable activity of the member, the Program reserves the right to terminate the member at any time.

The AIST staff will perform a record check with the **National Sex Offender Registry (NSOPR)** for the member's clearance. An individual who is registered, or required to be

registered, on a sex offender registry is **automatically disqualified** from serving. NSOPR checks must be conducted on all AmeriCorps participants and grant-funded employees who occupy covered positions, as well as on all Foster Grandparents, Senior Companions, and grant-funded employees who have recurring access to children, persons age 60 and older, and individuals with disabilities.

If any part of the member's application, documentation or forms is found to contain false or **misleading information**, the Program reserves the right to **terminate** the member at any time.

B. Reasonable Accommodations

Reasonable accommodations will be provided upon request to any members serving on the AmeriCorps Instructional Support Team with a disability. At any time during the service year, members with a disability may request reasonable accommodations. The AmeriCorps Instructional Support Team is an equal opportunity employer. People with disabilities are encouraged to apply.

C. Non-Discrimination

The AIST Program does not discriminate on the basis of race, creed, color, national origin, age, gender, religion, or disability.

D. Disclosure

Any member terminated from the program that wishes to reapply to the AIST Program or to any other AmeriCorps program is required to disclose the circumstances of release to that program. Failure to disclose to an AmeriCorps program any history of having been released for cause from another AmeriCorps program will render an individual ineligible to receive the AmeriCorps Educational Award, notwithstanding the successful completion of the year of service.

III. Terms of Service

A. The member's term of service begins on **October 1, 2007** and ends on **September 30, 2008**. This term of service may be extended at the discretion of the Program when the member requests, in writing, an extension because the member's service has been suspended due to compelling personal circumstances. The member understands that such extension is void if the Program is terminated, canceled, or not funded.

B. The member will complete a minimum of 1710 hours of service during the service term or during an approved extension period. Of these 1710 hours a maximum of 20% of these hours may be related to training, education or other similar approved activities provided by the program.

C. The member understands that the service term ends on September 30, 2008, not at the completion of 1710 hours of service. The member understands that to successfully complete the term of service (as defined by the program and consistent with regulations of the Corporation for National and Community Service) and to be eligible

for the education award, he/she must complete the minimum requirement for hours of service and complete all training requirements.

D. The member understands that to be eligible to serve a second term, a member must receive satisfactory performance reviews from any previous terms of service. The member's eligibility for a second term of service with this program will be based on at least a mid-term and end-of-term evaluation of the member's performance focusing on factors such as whether the member has done the following:

1. Completed the required number of hours;
2. Satisfactorily completed assignments, tasks, or projects;
3. Met any other criteria that were clearly communicated both orally and written at the beginning of the term of service.

E. The member understands, however, that the mere eligibility for an additional term of service does not guarantee selection or placement. The member understands that he/she is not an employee of the Butler County Board of Education (including all schools, programs, and projects), the Governor's Office of Faith-Based and Community Initiatives, the State of Alabama, Corporation for National and Community Service, or the United States Government. The member further understands that employment benefits will not be extended to the members because of participation in the AmeriCorps program (including, but not limited to: non-AmeriCorps Health Care insurance, retirement, credit for retirement, and state unemployment insurance).

F. The member understands that during any suspension or in the event release, for any reason, all benefits will cease immediately.

G. The member understands that he/she may not hold a part-time job during the service term without prior approval from the Program. The member further understands that having another job without prior approval will be cause for immediate release.

H. The member understands that he/she may attend school during a service term, provided that the class schedule is approved prior to registration from the Program and will not conflict with AmeriCorps service or training. The member further understands failure to gain prior approval of his/her class schedule before registration will be cause for immediate release.

I. The member understands that the Program or Participating Schools may establish service or training hours for the member and attendance is mandatory.

J. The member understands that if the Program is terminated, canceled or funding suspended, revoked, or terminated this agreement will terminate upon such date specified by the Program and all terms, conditions, and benefits will terminate. The member agrees to hold harmless all employees, volunteers, or board members of the Butler County Board of Education resulting from any termination of this agreement. **In the event of termination or release of service, the member is not eligible for unemployment services.**

IV. Position Description

All members will receive written notification of their service site placement and the name and contact information of their Site Supervisor. A copy of each member's position description is reviewed and signed by the member at the initial orientation. This information will be kept in the member's file.

V. Benefits

During the service term, the member will receive the following benefits from the Program:

A. Stipend / Living Allowance

\$11,100 for the year (\$925 per month before taxes and other approved deductions).

Suspended members will not receive living allowance payments during the suspension.

Members who exit early from the program cease to receive the living allowance as of the date of their termination from the program. If a member discontinues their service on the 29th of the month, the member will NOT receive any portion of the living allowance. A member must serve the entire month to receive their living allowance stipend. The living allowance is not prorated.

Members must remain active in the program through September 30, 2008, in order to receive the full amount of their stipend for the month.

Any member who ends their term of service early is required to return all AmeriCorps service gear prior to receiving their final pro-rated living allowance.

Direct Deposit is NOT available; the member's signature is required to pick up the living allowance.

The AmeriCorps Program Director may fine the member, not to exceed \$25.00, for policy infractions, not attending meetings, tardiness, or not adhering to the established service or training schedule.

Members are responsible for their own lodging, meals, transportation, relocation, and personal expenses.

Members will receive the living allowance payments once a month (on the last business day of the month) ***issued at the AmeriCorps office.*** Stipends are taxed. All documents must be turned in prior to receiving your living allowance.

A. Education Award

Upon successful completion of the member's term of service, the member will receive an educational award of a value of \$4,725 from the National Service Trust. Members may use the educational award in the following ways:

1. To repay qualified existing and future student loans;

2. To pay all or part of the cost of attending an institution of higher education accredited by the state or province (including certain vocational programs); and
3. To pay expenses incurred while participating in an approved school-to-work program.

The full-time member understands that he/she must complete a minimum of 1710 service hours to be eligible for the educational award. The member further understands that the Butler County Board of Education is not responsible for payment of the education award. Terms, conditions and requirements for the educational award are outlined in material supplied by the Corporation for National and Community Service.

The member understands that if he/she does not complete the 1710 - hour minimum over a period of nine (9) to twelve (12) months and does not meet the performance standards established by the program, he/she will waive all rights to the educational award.

The education award must be used within seven years upon completion of service. Members must apply for an extension if, during the seven-year period, another term of service is performed in an approved AmeriCorps position or if a Member is unavoidably prevented from using the award.

The awards are provided from a special account in the United States Treasury called the National Service Trust. This Trust is managed by the Corporation for National & Community Service. **Educational Awards are subject to income taxes in the year they are used.**

When a member completes the term of service, the AmeriCorps Instructional Support Team or the Corporation State Office will notify the Trust that the member has successfully completed the program. The Corporation will send a letter informing the member of the amount of the award. The member may then present the letter to a loan holder or the school the member plans to attend. The loan holder or school will contact the Corporation for payment. Payment will be made directly to the loan holder or school and not to the member. When payments are made, the Corporation will inform the member of the payment amount and the balance in the member's account. This information is also available by registration online.

The member understands that his/her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render the member ineligible to receive the educational award.

C. Health Care

Members, who do not have health insurance, are eligible to apply for health insurance coverage through the program during their year of service. The Program Director will submit applications for Health Care coverage for all eligible members who elect to accept the health care benefit.

This plan is provided at no cost to the member by AmeriCorps during the service term. By the terms of the insurance policy, **only individual coverage is permitted**, no

provisions are made for family coverage. When the service term ends or when the member is released, for any reason, the coverage will be canceled.

Members elect to accept or waive the health care benefit.

The health insurance plan is managed and administered by Affinity Group Underwriters through the insurance carrier **ACE American Insurance Company**. Members must submit a completed claim form for any benefits to be paid. Claim forms can be obtained online or calling the toll free number provided in insurance packet. Be sure to complete the form in its entirety. Failure to do so will result in a delay in claim payment. Allow two weeks for claim processing. If correspondence from the claim office, please respond promptly. Notification of injury or sickness must be provided within 30 days after the date of accident or commencement of sickness. Bills must be submitted within 90 days of treatment.

D. Child Care

Members, who are income eligible, may apply to receive a child care subsidy. This benefit is for parents, legal guardians and custodians of children under the age of 13 who are living with the member. Members elect to accept or waive the child care subsidy. Once an acceptance form is signed, the member will receive an application that needs to be filled out by the member and childcare provider. Then the application should be returned to the AmeriCorps office along with all copies of required documents.

As authorized by the Corporation for National and Community Service, AmeriCorps members are allowed no more than 90 days from the date child care begins, to apply for the child care subsidy. All childcare applications are due to the AIST office by December 15th in order to allow time for your application to be processed. Childcare forms can be located at <http://www.naccrra.org/americorpsvista/index> and on our website <http://www.butlerco.k12.al.us/americorps>.

E. Student Loan Forbearance and Interest Accrual

The member may be eligible for forbearance on qualified student loans during the service term and payment of accrued interest during the service term from the National Service Trust. The member understands that the Butler County Board of Education is not responsible for such forbearance or payment of interest and does not guarantee such forbearance or payment of interest. Terms, conditions and requirements of forbearance and payment of accrued interest are outlined in material supplied by the Corporation for National and Community Service. Information on forbearance on student loans may be requested from the AmeriCorps program director. If the member successfully completes the term of service, the National Service Trust will repay any interest that accrued on the loan during the term of service. Any member who wants to apply to receive loan forbearance should complete the form and submit to the Program Director within 30 days of their enrollment in the program. Members who have successfully fulfilled their service commitment complete the Interest Accrual form at the end of the service term. These benefits apply only to qualified loans. Loans are determined to be “qualified” by the

National Service Trust for attendance at Title IV schools. Members who have questions should refer them to the National Service Trust at 1.888.507.5962.

VI. Use of Personal Vehicles

Members must supply their own reliable transportation to and from their assigned service and training sites (school, special program site, board meetings, etc.) **AmeriCorps can not reimburse members for travel within Butler County or communities/locations within a short distance.**

AmeriCorps will attempt to provide members with round-trip transportation for training events out-of-town through the Butler County School transportation (i.e.: School Bus). At times, members may opt to drive their personal vehicles to out-of-town events however; **AmeriCorps will not reimburse members for mileage or expenses when AmeriCorps transportation is provided.** If a member refuses to attend an out-of-town event, for whatever reason, the member is *subject to release for cause*.

During out-of-town trips or to individual sites, members accept all liability or use of personal vehicles. Members are responsible for insuring their own vehicle and covering the driver and all passengers.

Members may **NOT** transport program participants/recipients (students, club members, parents, etc.) in personal vehicles. Regardless of the amount or type of auto insurance the member may have, transporting program participants/recipients in personal vehicles is **NOT** allowed at any time. Members who transport program participants/recipients in personal vehicles will subject themselves to disciplinary action.

VII. Rules of Conduct

Rules of Conduct provide members with clear expectations of behavior while participating in the AmeriCorps Instructional Support Team. Members may be suspended or terminated for failure to abide by the Rules of Conduct.

The Corporation acknowledges that religious and political activities play a positive role in healthy communities, that religion and politics are defining characteristics of many community organizations (faith-based and secular), and that religious and political belief and action are central to many AmeriCorps members lives.

However, it is important that AmeriCorps programs and their members do not appear to be taking sides religiously or politically. Consequently, we must impose a number of limitations on activities that AmeriCorps programs can support in which members can engage while earning service hours, or when otherwise, representing AmeriCorps. AmeriCorps members are free to pursue these activities on their own initiative, on non-AmeriCorps time, and using non- AmeriCorps funds. **The AmeriCorps logo should not be worn while doing so.**

A. Prohibited Activities

At no time may a member:

1. Engage in any activity that is illegal under local, state or federal law.
2. Engage in activities that pose a significant safety risk to others;
3. Engage in any AmeriCorps Prohibited Activities.

While serving in the capacity of an AmeriCorps Instructional Support Team member, accumulating service or training hours, other wise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities and the program may not use grant funds to support the following activities:

- Efforts to influence legislation, including lobbying for program or state or local ballot initiatives;
- Organizing a letter-writing campaign to Congress;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- Organizing or participating in protests, petitions, boycotts, or strikes;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Taking part in political demonstrations or rallies;
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive;
- Assisting or deterring union organizing;
- Impairing existing contracts or collective bargaining agreements;
- Engaging in religious activities such as religious instruction, conducting worship services, and proselytization (suggesting someone to convert to one's own religious faith); providing instruction as part of a Program that includes mandatory religious instruction; constructing or operating facilities devoted to religious instruction;

- Activities that pose a significant safety risk to participants;
- Assignments that displace employees;
- Providing a direct benefit to:
 - i. A for-profit entity;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. An organization engaged in the religious activities described in the preceding sub clause, unless Grant funds are not used to support the religious activities; or
 - v. A nonprofit entity that fails to comply with the restrictions contained in section 501 © (3) of U.S. Code Title 26.
- Other activities as the Corporation determines will be prohibited, upon notice to the AIST Program.

Individuals may exercise their rights as private citizens and may participate in the above activities **on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.**

B. Fundraising

AmeriCorps members and staff are under strict federal guidelines regarding fundraising. Only the AmeriCorps program director may approve any activity, which may be construed as fundraising. Permission must be granted by the AmeriCorps program director prior to the participation of AmeriCorps members or staff in school, club, or other organization fundraisers (including, but not limited to: candy sales, flower sales, concession sales, milk / juice / drink / snack sales, school supply sales, raffles, holiday sales, and participation in events charging admission or parking fees / donations). Members participating in such activities without prior approval, even at the request of school officials, are subject to disciplinary actions up to and including release.

Approved Member Activities. Members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security or other human needs. Examples of fundraising activities members may perform include, but are not limited to the following:

- i. Seeking donations for of books from companies and individuals for a program in which volunteers tutor children to read.
- ii. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.

- iii. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
- iv. Securing financial resources from the community to assist a faith-based or community-based organization in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of the faith-based organization.
- v. Seeking a donation from alumni of the program for specific service projects being performed by current members.

Prohibited Member Activities. A member's service activities may not include the following:

- i. Raising funds for his or her living allowance.
- ii. Raising funds for an organization's operating expenses or endowment.
- iii. Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
- iv. Writing grant applications for funding provided by any other federal agencies.

Staff. An AmeriCorps staff member's time and related expenses may not be charged to the Corporation or Grantee share of the Grant while engaged in organized fund raising, including financial campaigns, endowment drives, the general solicitation of gifts and bequests, door-to-door solicitations, direct mail, or similar activities for which the sole purpose is raising capital or obtaining contributions for the organization. Expenses incurred to raise funds may be paid out of the funds raised. Development officers and fund-raising staff are not allowable expenses.

Staff time and effort spent on raising the match requirements should be incidental to the overall management of the Program, and should be focused primarily on developing and disseminating information to potential funders on the AmeriCorps Program and its achievements. Staff can make presentations and educate funders on objectives, goals and accomplishments. Efforts to involve the community in support of the AmeriCorps program, such as obtaining medical contributions or assistance at a health fair; donations of building supplies for an AmeriCorps construction project; and coordinating community participation in and support of a serve-a-thon and service activities are also allowable.

Why do AmeriCorps Members have prohibited activities?

Prohibited activities are guidelines that allow the CNCS to control its image, and to prevent individual grantees from violating federal laws that they may not be aware of. Perhaps more importantly, prohibited activities serve as a way that branches of the National Service define their limits. Each branch of the National Service program has its

own individual goals. For AmeriCorps*State and *National Direct programs, the goal is direct service to communities, or “getting things done”. The AmeriCorps*VISTA program focuses on capacity building, and was founded on the principle of advocacy for under-represented groups. To make sure that operating sites use their members to further these goals, prohibited activities are necessary.

What happens when a member or program engages in a prohibited activity?

Because a member may not receive service hours for performing prohibited activities, they can have the hours they spent performing the activities taken off of their timesheets. This is especially true when the site coordinator and/or member has already been warned that a member is performing prohibited activities. Multiple infractions of this policy may result in further disciplinary action, including termination. Infractions may also result in a program being deemed non-compliant and ineligible for continued AmeriCorps funding.

C. Member Conduct

1. While acting in an official capacity AmeriCorps members are expected to:

- Demonstrate mutual respect toward others,
- Act in a professional manner at the service site, during member trainings, and at all other AmeriCorps activities,
- Follow directions (oral and written),
- Understand and follow all rules, guidelines, policies and regulations of the Corporation for National and Community Service, the Butler County Board of Education, the AmeriCorps Instructional Support Team, and the Participating Schools and Service Sites,
- Direct concerns, problems and suggestions to the appropriate supervisor and program director,
- Abide by the AmeriCorps Instructional Support Team and Butler County Board of Education Code of Conduct.

2. Regulations and procedures are necessary to the orderly progress of every organization. This code of conduct is intended to facilitate productive and satisfactory working relationships based on trust, self-discipline and respect for the right of others. The following acts constitute a violation of the program’s rules of conduct and may result in suspension, probation or termination:

- a. Lying or giving false, misleading information on service or program records, including but not limited to: the application for AmeriCorps, service logs, health care records, child care applications and/or any other documents;
- b. Theft, unauthorized use, or unauthorized removal of AmeriCorps, school or Board property or resources, stealing from fellow members, students, staff, the AmeriCorps office, participating schools, service sites, or others at any time while on duty;
- c. Fighting (physical or verbal) while on duty;

- d. Engaging in any activity that may physically or emotionally damage other members of the AmeriCorps program or people in the community;
- e. Possession or consuming any alcoholic beverage or possession or use of narcotics (including items associated with drugs) while on duty (during service or training) during the term of service;
- f. Reporting to service and/or training activities while under the influence of alcohol or illegal drugs;
- g. Insubordination (deliberately disobeying a lawful order);
- h. Repeated use of inappropriate language (i.e.: profanity) at a service site;
- i. Refusing to accept a service or training assignment (including new service site or school assignments);
- j. Incompetence or inefficiency in student care;
- k. Unauthorized absenteeism or tardiness;
- l. Sleeping during service or training assignments;
- m. Leaving service or training assignments without permission / without notifying the Program Director and Site Supervisor;
- n. Unauthorized release of confidential or official information, documents, or materials;
- o. Failure to maintain satisfactory interpersonal relationships with students, staff, parents, guardians, other members, and supervisors;
- p. Unauthorized possession of weapons, firearms, or explosives (including likeness, replications, toys, non-working items) on school property or at other service or training sites;
- q. Failure to perform service or training assignments in a manner consistent with being a positive role model;
- r. Failure to wear appropriate AmeriCorps attire / uniform to service and training assignments;
- s. Smoking on school property or at other service or training sites or within view of students (including off the property) or while wearing your AmeriCorps uniform or logo;

- t. Failure to inform the AmeriCorps program director within 24 hours in writing of any arrest or conviction that occurs during the term(s) of service;
- u. Interference with any relative at service site (i.e.: child, child's teacher and/or parent).

At no time may the member:

- a. engage in activity that is illegal under local, state or federal law,
- b. engage in activity that is not allowable under the rules, policies and regulations of the Corporation for National and Community Service, the State of Alabama Governor's Office of Faith Based and Community Initiatives, the Butler County Board of Education, the AmeriCorps Instructional Support Team, or any school the member is assigned to,
- c. engage in activity that may pose significant risk to self or others.

D. Absences, Tardiness; Personal Leave

Absence / Sick Leave Policy: Members are allowed 12 excused absences or “sick days” (equivalent to 1 day per a full month of service) over the program year. An excused absence is defined as one in which the member contacts the Program Director before the training or service day is missed and has proper documentation for the absence. The Program Director reserves the right to ask a member for verification upon any absence. Members may use up to the number of days earned less any previous day used.

In the event of an illness, the member must notify the site supervisor(s) AND the program director. If a member is absent, proper documentation is **required** after two days of the absence. Proper Documentation includes the Sick Leave Form and one of the following documents:

- Medically related – Doctor’s excuse that includes doctor’s letterhead with (name, address, and telephone number) along with member’s return to service date. Emergency Room related – hospital’s letterhead and date/time of discharge.
- Human Resources related (i.e.: Department of Human Resources Clinic – immunization shots, Medicaid/WIC appointments) – organization’s letterhead with (name, address and telephone number) and time and date of appointment

Unexcused absences will result in disciplinary action – verbal warning, written warning, suspension and/or termination from the program.

Once a member has used the maximum allowable excused absences or “sick days”, any service and/or training days missed by the member will result in a fine of \$25.00 per day. The program director may release a member from the AmeriCorps program for excessive

absences once the member has exceeded the maximum allowable annual excused absences or “sick days”, even if the member is within the required monthly cumulative target hours.

The program director may excuse a member from service and/or training days exceeding the maximum without reduction of living allowance payments **if the member or immediate family member has been admitted to a hospital for three or more days** and if the member has been granted a leave of absence by the program director.

If a member becomes sick or injured during service and/or training, the Certified Nurse on site must verify member’s medical need to leave school or site and sign the appropriate section of the Sick Leave Form. The member must notify the program director before leaving any site for any reason. In the event of an emergency, have the site nurse, site supervisor or site personnel notify the program director.

Any member absent without notice for two consecutive days is considered to have quit without notice; abandoning service. Any member so classified will be released and will not receive any portion of the educational award or any future living allowance or benefits.

Any unexcused absence from national days of service, statewide training programs, designated service days, or mandated program training activities **without prior approval** from the program director **will result in suspension** for twice the number of days missed and any make-up assignment deemed appropriate by the program director.

Tardiness Policy: All members are expected to be at all trainings ON TIME and be prepared for active participation. This includes bringing your AmeriCorps member Manual, a writing tool, etc. **Three (3) tardies will be equivalent to one absence.**

Personal Leave Policy: Members are allowed 2 personal leave days over the program year. Personal leave is time that the member is excused from performing service assignments. Members should fill out a **Request for Leave Form** for personal appointments (i.e.: Housing Authority Inspections, Department of Human Resources, Jury Duty), death in the immediate family of the member, training (not AmeriCorps), military service and leave without living allowance.

Members must request personal leave ***at least two weeks in advance*** from their site coordinator **AND** the AmeriCorps program director and attach the proper documentation.

Proper documentation:

- Court-related (i.e.: Jury Duty) – Circuit Clerk’s letterhead with (name, address and telephone number)
- Human Resources related (i.e.: Housing Authority, Food Stamps) – organization’s letterhead with (name, address and telephone number) and time and date of appointment
- Any other absentee-related events – proper documentation will be determined by the program director.

Personal leave request should be filled out by the member, signed and approved by the site supervisor. Once it is signed the form should be turned into the program director personally, only hand-delivered forms will be accepted. A leave form should never be placed in the mailbox or faxed to the office. If a member fills out a form and it has not been approved by the site supervisor **AND** the program director, the form is **INVALID** and the request is **DENIED**. The program director reserves the right to deny a request for personal leave and mandate attendance.

If personal leave is approved, members are still required and responsible for completing their 1710 minimum hours towards the educational award within the term of service.

Information regarding personal leave for jury duty, family medical, military service, or other reasons may be obtained from the AmeriCorps program director. **Documentation must be attached to the leave request.**

Any member on unauthorized leave for two consecutive days is considered to have quit without notice. Any member so classified will be released and will not receive any portion of the educational award or any future living allowance or benefits.

In the following cases, the program director may excuse a member from service and/or training days exceeding the maximum without reduction of living allowance payments:

1. the member is summoned to serve jury duty for over three days,
2. the member has suffered death in an immediate family member,
3. the member has been called to active military duty from the reserve or draft,
4. the member has been granted a leave of absence by the program director.

Personal leave days terminate on August 31. *No member may carry-over personal leave days to a future service term; nor may any personal leave day carry-over if a member becomes an employee of the Board. Payment for occurred personal leave days not used is not permitted.* Also a member may not take a personal leave day before or after a school-scheduled holiday.

Family and Medical Leave

AmeriCorps members who have served for at least 12 months and 1250 hours can take family and medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA), provided the sponsoring institution, if nonfederal, employs staff of more than 50 people. (See the Corporation's Regulations at 45 C.F.R. 2540.220). Under FMLA, members may take up to 12 weeks of unpaid leave during a 12 month period for the following reasons:

- i. The birth of a child.
- ii. The placement of a child with an AmeriCorps member through adoption or fostercare.

- iii. Serious illness of an AmeriCorps member's spouse, child or parent.
- iv. Serious illness prevents the AmeriCorps member from performing his or her essential service duties. According to Corporation regulations, a serious health condition is an illness requiring in-patient care or continuing treatment by a health care provider.

The grantee also may allow a member to take intermittent leave or reduce his or her service hours for any of the reasons mentioned above.

E. Dress Code

Members are expected to have a neat and clean appearance and wear attire that is suitable and within the guidelines specified by the site placement. Members are provided with AmeriCorps gear, including a t-shirt, sweatshirt, and AmeriCorps pin. While serving, AmeriCorps members are required to wear at least one piece of their AmeriCorps gear so they can be identified as AmeriCorps members at all times.

AIST Dress Code

The purpose of this dress code is to set a code of professional appearance for the AmeriCorps program and to establish members as positive role models for the students. This code will establish two categories of dress: (1) attire that is not allowable and (2) dress that is required of members. Each school, in its student handbook, has established a student dress code. Members must adhere to the student dress code established by the school. When the AmeriCorps dress code and school dress code conflict, the stricter of the two will prevail. Members will receive the Butler County Schools Handbook and Code of Student Conduct with the Dress Code.

Members may not wear during SERVICE/TRAINING Hours or with their uniforms:

- Clothing or accessories that advertise, present names, logos or artwork that, directly or indirectly endorses, or introduces alcohol, drugs, political statements, profanity, sex or other topics that may be inappropriate,
- Tight and/or short skirts, shorts, or shirts
- Low cut shirts, blouses and/or dresses
- Shorts that are not knee length
- Shirts/tops should cover waistband of pants or skirt
- Clothing not of cloth material (except rain gear when appropriate),
- Clothing that appears to be baggy (i.e.: pants, shorts, shirts, etc.)
- Clothing at the discretion of the AmeriCorps program director that is too revealing,
- Worn, patched, frayed, spotted or stained pants,

- Visible tattoos or body paint
- Excessive make-up or fragrances,
- Rollers, curlers, brushes, combs, picks or other styling objects in the hair,
- House shoes, flip-flops (against BOE rules for students) or slippers*[Shoes/sandals must be worn at all times, no flip-flops. Presentable foot wear is expected to include appropriate hosiery. Tennis type shoes are recommended for physical education and outdoor play,
- Sunglasses – worn on top of head
- Hats, caps, “do-rags” (male and female) while in the building (including the AmeriCorps cap)
- Headphones (i.e.: radios, tape/CD players, MP3’s, iPOD’s, etc.) whether connected to a listening device or not
- Excessive jewelry (no more than one earring per ear, no more than two rings per hand, no more than one piece of jewelry per arm / wrist -- including watches and bracelets, except those medically necessary, no more than one piece of ankle jewelry)
- Wearing jewelry in any visibly pierced body part other than the earlobe. This includes the ear cartilage, the septum, the nose, the tongue, the lip, the eyebrow and any other visible areas of the body.
- Or other articles/clothing at the discretion of the AmeriCorps Program feels are inappropriate
- pagers, telephones, two-way radios (unless issued by the school), cellular telephones (**Do not release your cellular or pager number to creditors or solicitors, these phone calls should be received after service hours at your residence or left on your home answering machine.**)
- Weapons (including replicas or toys), including those in pockets, on belts, bags, used as key chains (includes pocket knives or knives attached to belts or knives used as key chains)

Members are required to:

- participate in school spirit days (wearing school colors, shirts, etc.)
- wear the official AmeriCorps shirt (*tucked inside of pants/skirts*) or hooded sweatshirt every Friday, except when Friday is a school spirit day (*then another day will be selected by the AmeriCorps program director*); during the winter months, wearing of the official AmeriCorps sweat-jacket is at the option of the member,
- wear an official AmeriCorps button when not wearing an official AmeriCorps shirt or jacket.

As part of the Dress Code, members are prohibited from bringing any items or articles onto school property or to any service or training event, which the schools, the AmeriCorps program or the School Board has forbid. Members may not take to school, service, or training event computer games (including handheld models), radios, tape/CD players, or any other item, which may distract from a constructive learning environment.

Butler County Board of Education Dress Code

The Board believes that all employees should dress in a professional manner, setting an example for workplace attire for the student the School District serves. The Board recognizes that “professional” work attire will vary depending on the position held by the individual. Employees should wear attire suitable to the type of work they perform.

Attire shall be considered professionally appropriate if it does not disrupt the educational or workplace environment. While individual style will be recognized, there are minimum standards of grooming and attire to which employees must abide.

Minimum Standards

- All employees shall be neat, clean and professionally dressed when reporting to work.
- Clothing shall be free from holes or tears and should not expose undergarments, buttocks, chests or midriffs or **cleavage**. *Revised 10/25/2007*
- Oversize pockets, sagging pants, low rise or low-rider pants of any kind will not be allowed.
- Clothing shall not be too tight or too loose.
- Clothing and exposed body art shall be free from:
 - profanity
 - obscene gestures
 - sexually graphic pictures
 - supportive references to alcohol, cigarettes, drugs or sexual activity, messages degrading others on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation or disability
 - Dresses, skirts and shorts should be knee length. Physical education teachers and/or coaches may wear mid-thigh length shorts when teaching physical education classes and when participating in sports activities. **Bus drivers may wear mid-thigh length shorts.** *Revised 10/25/2007*
 - Caps, hats and sunglasses may be worn outside only. This applies to all employees with the exception of custodians and maintenance personnel. Exceptions will be made for employees needed to wear these items due to medical conditions.
 - Shoes or sandals must be worn. Rubber/plastic flip-flops are not considered to be sandals regardless of any adornments they may have (i.e., flowers, ribbons, etc.)
 - All employees will abide by all health and safety rules relating to their specific assignment. (Example: hairnets for food service workers or closed-toe shoes for custodial staff)

The Board also recognizes that all employees enjoy full rights of citizenship and liberty as guaranteed by the Constitutions of the United States and Alabama. However,

individual freedom of expression of employees must be balanced with the impressionability of students. Accordingly,

- Religious symbols or emblems are permissible as long as they do not bring about a religious conversation or degrade the religious beliefs of others, and
- Clothing should be free of non-neutral political messages. (“VOTE” is permissible; “VOTE FOR JOHN DOE” is not.)

F. Media Relations

On occasion, members may be required to speak on behalf of their school or program. Members should obtain approval from the program director before speaking on behalf of their school or program. Members should obtain approval from the program director before sending any correspondence to anyone as an AmeriCorps member. **Members do not have the authority to enter into any agreements, contracts or issuing discipline referrals or acting as witnesses to any confrontation.**

VIII. Drug Free Workplace Agreement

Members with the AmeriCorps Instructional Support Team are subject to the Drug / Alcohol Free Work Place Policy as established by the Butler County School Board, including any revisions during the term of service. A copy of this agreement will be reviewed and signed by each member.

Members who report for service or training under the influence of or in possession of drugs or alcohol are *subject to immediate release for cause*. During trips or overnight events, members are not allowed to consume alcohol at any time (including at meals, on breaks, at night, during free time and during travel time). Members must notify the Program Director within 24 hours if arrested or convicted of a drug offense. Participation in the program is conditioned on compliance with this notice requirement. **Anyone in violation of these rules will be terminated from the AmeriCorps Instructional Support Team program.**

The member agrees to sign and be bound by the Butler County School Board Drug Free Workplace Agreement, including any revisions and updates. In addition, the member agrees to follow the policies contained in the Code of Conduct regarding the use of alcohol and/or drugs.

Possible consequences of a drug arrest or conviction include: suspension and referral to a drug rehabilitation program or release from the program based on the Butler County Board of Education Policies and Procedures and the Corporation for National and Community Service guidelines.

IX. Harassment

It is a fundamental expectation that members will be free to conduct their AmeriCorps service and training without sexual harassment by fellow members, program staff, school staff, and others affiliated with the AmeriCorps project. Members, who feel they have

been sexually harassed, and who have first tried to reconcile the situation themselves, should file a complaint in writing to the AmeriCorps program director. The program director will then inform the appropriate school board officials and investigate the complaint. Subsequent actions will be in accordance to Butler County School Board policy.

A. Sexual Harassment

It is the intention of the AmeriCorps Instructional Support Team to maintain an environment free from sexual harassment that may create intimidating, offensive or hostile conditions. The following are examples of prohibited conduct:

Abusing a person's dignity through insulting or degrading remarks, propositions, jokes, tricks, sexual advances, or similar conduct;

Touching any part of a person's body after that person has indicated, or it is known, that such physical contact was unwelcome;

Continuing to ask a person to socialize on or off-duty when that person has indicated that she or he is not interested;

Displaying or transmitting sexually suggestive pictures, objects, cartoons or posters if it is known or should be known that the behavior is unwelcome;

Regularly using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;

Derogatory or provoking remarks about relating to a member's gender, sexual activity or sexual orientation;

Coerced sexual acts.

Any member who believes that he or she has been the subject of harassment should report the alleged act to the Program Director immediately. An investigation of any such complaint will be undertaken by the Program Director or by another party if appropriate. The AIST will make reasonable efforts to protect the confidentiality of all parties including the complainant and any witnesses, and the Program will make reasonable efforts to protect the complainant and any witnesses against retaliation for expressing their views or concerns.

Any person who has been found to engage in sexual harassment will be subject to appropriate sanctions, up to and including discharge. Anyone who has been found to have engaged in retaliation against another individual for having expressed views or concerns regarding alleged harassment also will be subject to appropriate sanctions, up to and including discharge. Any member who has been found to engage in sexual harassment or retaliation will be subject to appropriate sanctions, up to and including release and dismissal. If the inappropriate act or acts have taken place at any Butler County school or

assigned service site, the Program will take whatever steps are possible to resolve the matter.

Adopted October 24, 2002

**CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
POLICY AGAINST SEXUAL, RACIAL, NATIONAL ORIGIN,
OR RELIGIOUS HARASSMENT** *(AmeriCorps Provisions July 2003, page 54)*

Our policy is to provide work and service environments free from sexual, racial, national origin, or religious harassment. Whether in Corporation or grantee offices, in other work- or service related settings such as service sites, training sessions, or site visits, or at work- or service-related social events, such harassment is unacceptable.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, or any verbal, physical or graphic conduct of a sexual nature when:

- (1) submission is explicitly or implicitly a term or condition of employment or service;
- (2) submission or rejection is a basis for work or service decisions; or
- (3) such conduct has the purpose or the effect of interfering with work or service performance or creating an intimidating, hostile, or offensive work or service environment. Slurs and other verbal or physical conduct relating to an individual's race, national origin or religion also constitute harassment when that conduct's purpose or effect is to interfere with work or service performance or create an intimidating, hostile, or offensive work or service environment.

We expect Corporation and grantee supervisory and management personnel to immediately take appropriate action to prevent or stop any harassment of employees, service participants, or clients of which they become aware, whether the harassing conduct is by employees, service participants, or outside individuals such as service site or contractor personnel. Also, we will not retaliate or tolerate any attempt at retaliation against a person who raises harassment concerns in good faith. Any Corporation employee who violates our policy against harassment, or asserts a false claim of harassment with a malicious intent, will be subject to appropriate disciplinary action, up to and including termination. Any grantee that permits harassment in violation of this policy will be subject to a finding of noncompliance and administrative procedures that may result in termination of federal financial assistance from the Corporation and all other federal agencies.

Persons who believe they have been subjected to harassment in violation of non-harassment provisions of applicable laws, regulations or this policy may raise their concerns with our Equal Opportunity Office. However, claims of unlawful harassment not brought to the attention of our Equal Opportunity Office within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. Our Equal Opportunity Office may be reached at (202) 606-5000, extension 312 (voice), (202) 565-2799 (TDD), eo@cns.gov, or through www.nationalservice.org

We encourage, but do not require, volunteers, service participants, and other beneficiaries to first bring concerns about harassment to the director or appropriate supervisory

personnel of the program or project. We likewise encourage programs and projects to facilitate prompt resolution of these concerns.

**CORPORATION FOR NATIONAL AND COMMUNITY SERVICE CIVIL RIGHTS
STATEMENT REGARDING VOLUNTEERS, SERVICE PARTICIPANTS
AND OTHER BENEFICIARIES** (*AmeriCorps Provisions July 2003, page 55*)

We continue to maintain the policy stated in our June 6, 1994 Civil Rights Statement: Recognizing that the fabric of our society is strengthened by the diversity of its citizens, the policy of the Corporation for National and Community Service is to ensure a mutual respect for all differences among us. Participation in the Corporation and its programs and projects will be based on merit and equal opportunity for all, without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliations. By adhering to this policy, the Corporation will be able to foster civic responsibility, strengthen the ties that bind us together as a people, and provide educational opportunity for those who make a substantial commitment to service.

This policy applies to programs and projects we conduct, as well as those receiving federal financial assistance from us. For civil rights purposes, all programs and projects funded or receiving volunteers or service participants under the National and Community Service Act, as amended, or the Domestic Volunteer Service Act, as amended, are programs or activities receiving federal financial assistance. Any grantee found to have unlawfully discriminated against a volunteer, service participant, client, employee or beneficiary of such a program or project will be subject to a finding of noncompliance and administrative procedures which may result in termination of federal financial assistance from the Corporation and all other federal agencies.

Any volunteer, service participant, client, employee or beneficiary of a program or project who believes he or she has been subjected to discrimination in violation of nondiscrimination provisions of applicable laws, regulations or this policy may raise his or her concerns with the Corporation's Equal Opportunity Office. However, discrimination claims not brought to the attention of our Equal Opportunity Office within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. Our Equal Opportunity Office may be reached at (202) 606-5000, extension 312 (voice), (202) 565-2799 (TDD), eo@cns.gov, or through www.nationalservice.org

The Corporation's Equal Opportunity Office attempts to resolve concerns about discrimination promptly and when possible uses an informal conciliation process to do so. We encourage, but do not require, volunteers, service participants, and other beneficiaries to first bring concerns about discrimination to the director or appropriate personnel of the program or project. We likewise encourage directors of programs and projects to facilitate prompt resolution of these concerns.

Directors of all programs and projects are requested to provide a copy of this policy to all volunteers or service participants.

B. Other Forms of Harassment

Harassment on account of race, color, sex, national origin, age, religion or religious creed, marital status, sexual orientation, physical or mental disability, ancestry, medical condition, personal appearance, family responsibilities, matriculation, political affiliation, unfavorable military discharge, genetic information, arrest record, conviction record, any veteran status, any military service or application for military services or membership in any other category protected under law will not be tolerated.

X. Disciplinary Policy

If a member violates the Rules of Conduct the following procedure is used for disciplinary actions (except in cases where during the term of service the member has been charged with or convicted of a violent felony, possession, sale or distribution of a controlled substance):

(1) for the member's first and second offense, an appropriate program official will issue a written warning and reprimand to the member detailing the offense. Such verbal and written warning and reprimand warning may include terms and conditions the member must agree to, accept and complete in order to continue service with the Program;

(2) for the member's third offense, the member may be suspended from the Program. The suspension time period will be determined by the Program Director. If a member is suspended they **will not be able to receive their living allowance stipend or earn any hours** for the duration of the suspension. Such suspension may include terms and conditions the member must agree to, accept, and complete in order to continue service with the Program;

(3) for the member's fourth offense, the Program may release the member "for cause". Such release will be reported to the Butler County Board of Education, the Alabama Governor's Office of Faith Based and Community Initiatives, the Corporation for National and Community Service, the National Service Trust and other required agencies/organizations;

If the member fails to complete their term of service by the specified date or refuses to accept the terms and conditions of any written warning and reprimand, the Program may release the member for cause immediately;

The Program reserves the right to immediately suspend or release the member for actions which, by their nature, are detrimental to the Program.

The member understands that he/she will be either suspended or released for cause for committing certain acts during the term of service including but not limited to being convicted or charged with a violent felony and/or possession or distribution of a controlled substance. Failure to comply with program policies related to absences, tardiness and personal leave are cause for disciplinary action.

XI. Release from Term of Service

Members may be released from the term of service in the following two ways:

1. Suspension
2. Termination

Members who do not complete the service year may be exited for the following two reasons:

1. For Cause
2. For Compelling Personal Circumstances

A. Release for Cause

The AmeriCorps Instructional Support Team will release a member for cause for the following reasons:

- The member has dropped out of the program without obtaining a release for compelling personal circumstances from the Program Director;
- During the term of service the member has been convicted of a violent felony or the sale or distribution of a controlled substance;
- The member has committed a fourth violation of conduct code;
- Any other serious breach of judgment that the Program Director judges to undermine the effectiveness of the program.

If a member is released for cause they will receive no portion of the educational award. If a member discontinues their service on the 29th of the month, the member will NOT receive any portion of the living allowance. A member must serve the entire month to receive their living allowance. The living allowance is not prorated.

B. Release for Compelling Personal Circumstances

Release from the AmeriCorps Instructional Support Team for compelling personal circumstances is intended for members who are unable to complete or continue the service term due to circumstances that are **beyond their control**. The AIST has the authority to define the personal circumstances by which a member may be released for compelling personal circumstances. **Reasons such as dissatisfaction with assignments, the desire to return to school or to take a job do not justify such a release.**

The AIST may release a member from their term of service for compelling personal circumstances if the member demonstrates that

- The member has a disability or serious illness that makes completing the term impossible;
- There is a serious injury, illness, or death of an immediate family member which makes completing the term unreasonably difficult or impossible for the AIST member;
- The member has a military service obligation;
- The member has accepted an opportunity to make the transition from welfare to work;

- Some other unforeseeable circumstance beyond the member's control makes it impossible or unreasonably difficult for the member to complete the term of service.

Compelling personal circumstances **do not include** leaving the Program:

1. To enroll in school,
2. To obtain employment, other than in moving from welfare to work; or
3. Because of dissatisfaction with the program.

The member must request a release from term of service due to compelling personal circumstances in writing stating the circumstances, effective date and expected return date if any. The member understands that the Program may approve the release from terms of service due to compelling personal circumstances but reserves the right to deny such request.

C. Suspensions

Poor attendance, unsatisfactory performance, stealing, fighting, insubordination, or any other violation of the Agreement of Participation or Code of Conduct / Policies and Procedures may result in a suspension without continuation of benefits. Members will not receive a living allowance during suspension.

When a member is officially charged with committing a criminal offense (whether committed during service / training, personal leave or off time), the member is immediately suspended, without living allowance, pending court determination. If any suspended member is found innocent of charges, the member will be allowed to return to service and allowed to make-up missed service hours (within the parameters of the program) and will receive back living allowance payments (at the next payday). If found guilty, the member will be terminated immediately and will not receive any back living allowance or the educational award.

During a suspension of service, for whatever reason, the member will not receive any further benefits as outlined in this contract. Such benefits will resume upon return to the Program.

If the member is released from the Program, for whatever reason, the member will not receive any further benefits as outlined in this contract.

If the member is released from the Program due to compelling personal circumstances, the Program may request to the National Service Trust that the member receives a prorated portion of the educational award. The Program reserves the right not to make such request and to set the portion of the requested prorated amount. The member understands that he/she will waive all rights to the educational award upon release for any reason, regardless of the number of service hours the member has performed.

XII. Grievance Procedures

Members with the AmeriCorps Instructional Support Team are subject to the Grievance Procedure, as established by the Butler County School Board and

CNCS including any revisions during the term of service. A copy of the policy is available upon request.

- (a) The member understands that the Program has an established grievance procedure to resolve disputes concerning the member's suspension, release, service evaluation, proposed service assignment or other disputes between the Program, school, and member.

The member understands that, as a participant in the Program, he/she may file a grievance in accordance with the Program's established grievance procedure.

RE: SECTION 6.11

PERSONNEL GRIEVANCE PROCEDURES

The goal of the Butler County Board of Education is to encourage the highest possible level of professional relations among its employees, and to support the maintenance of good morale. Good morale is maintained, even as problems arise, by the sincere efforts of all persons concerned to work together toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of these procedures is to secure, at the lowest level, equitable solutions to problems, which arise.

Definitions of Terms and General Rules

- A. Grievance – A “grievance” shall mean a complaint by an Employee in the system to the effect that there has been a violation, misinterpretation, or inequitable application of Board policies or of any other employment related complaint which an employee may have.
- B. Aggrieved Person – An “aggrieved person” shall mean an employee or group of employees asserting a grievance.

Establishment of Grievance Committee

- A. **Grievance Committee for Professional Employees –**
The Grievance Committee shall consist of one faculty member elected from each faculty at the first faculty meeting of the school term. A committee member shall serve until his or her replacement is selected. On the day following the election of the last committee member, the committee shall meet for the purpose of electing a chairman and other desired officers.

Grievance Committee for Support Personnel – The Grievance Committee shall consist of three support personnel employees selected by the support employees in the Butler County School System. Each committee member shall be selected at the Beginning of the school term and shall serve for one school term.

Rules Governing The Filing and Withdrawal of Grievances

- A grievance must be filled within thirty (30) working days of occurrence. (Note: CNCS states within one (1) year of alleged occurrence.)

The aggrieved person may discuss the grievance personally or may ask not more than two (2) other persons to accompany him or her during formal proceedings. The aggrieved person may, however, be represented by counsel and may call as many witnesses as desired.

A grievance may be withdrawn at any time and on any level; however once withdrawn, the same grievance may not be re-filed by the aggrieved person.

Failure of the aggrieved person to appeal from one level to the next within the time periods prescribed herein shall be deemed acceptance by the aggrieved person of the decision rendered at that level.

All sessions during grievance procedures shall be confidential, with only the parties involved and their representatives being present. Upon conclusion of the grievance procedure, the decision to release the results lies in the sole discretion of the Butler County Board of Education.

Either party shall have the right to have proceedings on any level Recorded, either by a court reporter or by a tape recorder, provided That both parties have full knowledge of the recording. The cost Shall be borne by the party requesting the recording.

Informal Grievance Procedure

If an employee believes that he has a grievance, he must first discuss the matter with his immediate supervisor or principal in an effort to resolve the problem informally.

Formal Grievance Procedure

Level One – Building Principal or Immediate Supervisor

If an aggrieved person is not satisfied with the outcome of the informal procedure, he may formally present his alleged grievance in writing to his principal or appropriate administrator.

The aggrieved person or the principal or immediate supervisor, as the case may be, may request a conference prior to the principal's rendering of a decision.

Within five (5) working days following receipt of the grievance, the principal or immediate supervisor shall render a written decision and shall forward such decision to the aggrieved person and to the Butler County Board of Education.

Level Two – Superintendent of Schools

If the aggrieved person is not satisfied with the decision at Level One, then within ten (10) working days after the decision is rendered; he or she may appeal the decision to

the Superintendent of School in writing. The aggrieved person shall set out the reasons for his or her appeal in detail, attaching thereto a copy of all documentation which he or she intends to use to support his or her position. Failure of the aggrieved person to initiate the procedure at Level Two shall terminate the grievance, and it may not be re-filed by the aggrieved person.

Within three (3) working days following receipt of the Appeal, the Superintendent shall notify the aggrieved Employee and the administrator(s) involved at Level One Of the date for hearing the appeal. The appeal hearing must Be scheduled within ten (10) working days from the date of Receipt of the appeal by the Superintendent.

Within five (5) working days following the hearing, the Superintendent shall render his or her decision in writing to the aggrieved person and the appropriate administrator.

Level Three – Grievance Committee

If the aggrieved person is not satisfied with the decision at Level Two, then within ten (10) working days after the decision is rendered, he or she may appeal the decision to the Grievance Committee in writing. The aggrieved person shall set out the reasons for his or her appeal in detail, attaching thereto a copy of all documentation, which he or she intends to use to support his or her position. Failure of the aggrieved person to initiate the procedure at Level Three shall terminate the grievance and it may not be re-filed by the aggrieved person.

Within three (3) working days following receipt of the appeal, the chairperson of the Grievance Committee shall notify the aggrieved employee and the administrator(s) involved at Level One and Level Two of the date for hearing the appeal. The appeal hearing must be scheduled within ten (10) working days from the date of the receipt of the appeal by the Grievance Committee.

Within five (5) working days following the hearing, the Grievance Committee shall render a decision in writing to the aggrieved person and appropriate administrators.

Level Four – School Board

If the aggrieved person is not satisfied with the decision at Level Three, then within ten (10) working days after the decision is rendered, he or she may appeal the decision to the Board of Education in writing. The aggrieved person shall set out the reasons for his/her appeal in detail, attaching thereto a copy of all documentation, which he or she intends to use to support his or her position. Failure of the aggrieved person to initiate the procedure at Level Four shall terminate the grievance and it may not be re-filed by the aggrieved person.

The Board shall schedule a hearing within ten (10) working days after Receiving written notification of appeal from the aggrieved person. All arguments and documents presented at Level Two and Level Three

shall be made available to the Board. In addition, the Superintendent and the aggrieved person or the Grievance Committee may submit other written documents to substantiate their respective positions concerning the grievance.

Within five (5) working days following the hearing, the Board, through the Superintendent, shall notify all parties of its decision in writing.

No reprisals shall be taken against any person participating in or requesting grievance procedures by reason of such participation or request.

NOTE: CNCS states that grievance can request binding arbitration if decision is adverse to grievant or if decision is not reached within 60 calendar days. If binding arbitration hearing is held within 45 days after request for arbitration or within 30 days after CEO appoints arbitrator, within 30 days of the binding arbitration hearing, there is a decision.

The member understands that the Program has a grievance procedure to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignment. The member understands that, as a participant of the program, he/she may file a grievance in accordance with the Program's grievance procedure.

XIII. Release of Information / Photo Release

The member hereby grants the AmeriCorps Instructional Support Team and the Butler County Board of Education permission to release / use the member's name, photo likeness, assignments, general description, quotes, and produced artwork for internal and external publications. The member also grants permission for such information to be released to other agencies or publications as deemed appropriate by the Program or Board of Education.

XIV. Amendments to this Agreement

- (1) This agreement may be changed or revised by written consent of both parties.
- (2) The member understands that changes in rules, regulations and policies of the Corporation for National and Community Service or the Alabama Governor's Office of Faith Based and Community Initiates may amend this agreement at any time. Such changes are effective immediately and written notice of such change will be given to the member and will not require consent of both parties.
- (3) The member understands that if the Program is terminated; canceled; or funding is suspended, revoked, or terminated this agreement will terminate upon such date specified by the Program and all terms, conditions, and benefits will terminate immediately. The member agrees to hold harmless all employees, volunteers, or board members of the Butler County Board of Education resulting from any termination of this agreement.

XV. Safety Protocol

The member agrees to use common and reasonable precautions during all service and training assignments. The member understands that some service or training assignments may contain a risk of personal safety. The member agrees to hold harmless all

employees, volunteers, or board members of the Butler County Board of Education, resulting from the member not using common and reasonable safety precautions, including any injury or death.

Section 3.4 u HIV / AIDS Policy

(pages 54-2 thru 54-5)

The Butler County Board of Education shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote good health related habits and procedures in our schools.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school setting when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

1. School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian: respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

2. Employment

The Butler County Board of Education does not discriminate on the basis of HIV infection or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990.

3. Privacy

Students or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat any knowledge or speculation concerning the HIV status will be divulged to any individual or organization without court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in

written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

4. Infection Control

All school employees will attend regular in service programs regarding Universal Precautions.

All employees are required to consistently follow Universal Precautions in all settings and at all times, including playgrounds and school buses. Supplies needed to apply Universal Precautions will be kept reasonably accessible.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

5. HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to Universal Precautions in locker rooms and all play athletic settings.

6. HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The education program will:

- be taught at every level, Kindergarten through grade twelve
- use methods demonstrated by sound research to be effective
- follow content guidelines prepared by the Centers for Disease Control (CDC)
- be appropriate to students' developmental levels, behaviors, and cultural backgrounds
- build knowledge and skills from year to year
- stress the benefits of abstinence from sexual activity
- include accurate information on reducing risk of HIV infection
- involve parent and families as partners in education

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. If a parent or guardian submits a written request to a Principal that a child not receive instruction in specific HIV prevention topics at school the child shall be excused without penalty.

7. Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV and Hepatitis B infection.

8. Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides information on Universal Precautions and informs about school policies concerning HIV and Hepatitis B (HBV).

9. General Provisions

School administrators will make available to students, their family members and school personnel current policies concerning HIV/HBV infection.

XVI. Monthly Target Hours

In the expectation that all members will complete the required 1710 hours for the educational award, the following monthly target hours have been established:

Month	Ending Date	Required Cumulative Hours
October	November 2	160
November	November 30	288
December	December 28	402
January	February 1	562
February	February 29	712
March	March 28	856
April	April 25	976
May	May 30	1,140
June	June 27	1,260
July	August 1	1,400
August	August 29	1,550
September	September 30	1,710

Any member who does not perform the required number of cumulative hours for one month will be placed on **warning status**. If any member fails to complete the required cumulative hours for a second consecutive month, he or she will be **released from the AmeriCorps program**. Any member who is placed on warning status for the third time **during** the service term **will be released from the AmeriCorps program**. Use of personal leave days, even if approved and under the annual maximum, does not excuse any member from meeting the required cumulative hours for any given period.

XVII. Service Assignments

AmeriCorps service assignments are designed to provide direct service to the community, within the regulations of AmeriCorps Daily service assignments, which are given by the member's site supervisor. Service assignments may change from time to time in order to address an upcoming or new need. The AmeriCorps program director may also assign

special service assignments for the corps. Service assignments may not include any of the prohibited activities as outlined by the Member Agreement, the Prohibited Activities, AmeriCorps Provisions, and other AmeriCorps documents.

XVIII. Weekly Meetings

All AmeriCorps members are **required to attend the weekly member meetings** unless prior approval is given by the AmeriCorps program director. The meetings are currently held every Friday from 1:30 pm - 3:30 pm at the AmeriCorps Office in the Butler County Education and Community Center. *The meeting time or place may be changed by the AmeriCorps program director.* Weekly meetings are used as an opportunity for on-going training, guest speakers, and flow of information, referral of program recipients, weekly check-in with other members, and fellowship. Members have the opportunity to share the highlights of their week and bring up any corps related business. ORIGINAL Service logs for the week are due on a weekly basis and should be turned in at the weekly meetings to the AmeriCorps Office.

XIX. Training Sessions and Trips

Throughout the year, training sessions and several overnight trips will be held. These sessions provide uninterrupted time for intense training, the development of esprit de corps, and fellowship. **All** members are **required** to attend the **entire** training session or trip unless prior arrangements have been made with the AmeriCorps program director. Other training opportunities include national and state events, local workshops, and weekly meetings. Members may request special training they feel would benefit their service to AmeriCorps.

On-the-streets experience, or service learning, is often the best teacher. Members will gain valuable experience in decision making, leadership, communication, team work, and other skills through their service assignments.

AmeriCorps will provide specific training opportunities for each member in: Instructional Support Certification, First Aid and CPR, conflict resolution, diversity awareness, team and group building, personal goal setting, professionalism, and many others topics.

Site supervisors will train members on specific school service assignments, special school specific skills, school office procedures, and other areas identified by the school.

XX. Service Logs

Service Logs are the written records of service/training hours and projects. Members are required to keep record of their service/training time on the service log and submit the logs on a **weekly basis**.

Members' service logs track the progress toward completing the required 1710 hour minimum (*and not exceeding the 20% maximum for training and education*) for the educational award. **Service logs must be completed entirely (front and back) and signed by the member and site supervisor before the logs will be accepted.** An incomplete service log or a log with errors will be returned to the member. The member will be responsible for returning the log by the return due date. **Service logs that are two weeks late will not be counted toward the 1710 – hour goal.** Members must have

submitted all service logs to date before receiving their living allowance check. Lying, misleading, or falsifying any information or changing any information after approval from the site supervisor on a service log will be **grounds for immediate release for cause.**

XXI. Volunteer Logs

Volunteer Logs are the written records of the community volunteer (must be 16 years of age or older) recruited by the AmeriCorps member (at least three (3) per member). Progress toward completing the required total *3,400 hours* of the AmeriCorps volunteers is tracked by the volunteer logs. **Volunteer hours ARE NOT COUNTED toward the members' 1710-hour goal. Members must submit Volunteer Logs monthly before receiving their living allowance check if required by the program director.**

XXII. Illness or Injury during Service/Training

Members who sustain an illness or injury as a direct result of service or training should contact their site supervisor **AND** the AmeriCorps program director **immediately**.

XXIII. Office Space

The AmeriCorps program offices are currently located at the Butler County Education & Community Center. Workspace, office supplies, telephones, and other equipment are available for use by the AmeriCorps members. Members should understand that during peak times, office space and resources may be in high demand and/or unavailable. If a member knows of an upcoming large project, the member may request workspace and preference of materials/equipment to the Program Director.

XXIV. Telephone and Fax Use

AmeriCorps understands that the use of the telephone and fax machine is a must. Members should use common professional manners when using the telephone or fax machine. **All long distance charges must be approved before being made.**

Members **may not receive any personal phone calls** during service or training hours. It is the responsibility of the member to inform family and or friends that no phone calls can be received at the member's site.

In the event of an emergency a family member may call the AmeriCorps office and the program staff will relay the message to the member immediately.

Do not release the AmeriCorps office or your service site telephone number to creditors or solicitors, *these phone calls should be received after service hours at your residence or left on your home answering machine.*

XXV. Internet Use

Members should use common professional manners when using the computers. Members will have access to the Internet at the AmeriCorps Office. All members must sign the Board approved Acceptable Use Policy form before using the Internet. Members will not be allowed to use BOE computers for personal reasons (i.e. making banners for personal

use, religious related bulletins or campaign flyers, etc.). All members will receive a BOE email account, which will expire on the date of the member's end of service.

XXVI. Member Handbook, Agreement, and Paperwork

Each member will receive a handbook that contains general information on the AmeriCorps program. From time to time, additional information may be given to the member for inclusion into the handbook. Each member will be required to submit the proper paperwork prior to begin the service term and upon exit from the program.

XXVII. Chain of Command

The chain of command for AmeriCorps is as follows:

Site Supervisor - see chart below

AmeriCorps Program Director - Carol McArthur

Federal Programs – Amy Bryan

Superintendent of School - Mike Looney

School Site Supervisors:

Alton Abrams (R.L. Austin Elementary)

Randy Williams (McKenzie)

Catherine Sawicki (W.O. Parmer Elementary)

Claire Moore (Greenville Elementary)

Site Teachers (Butler County Education & Community Learning Center)

XXVIII. Emergencies

In the event of an emergency, members must contact the AmeriCorps program director and other school staff at their sites. The program director should be contacted first, then notify your assigned site. If the program director is unavailable, leave a voice message on the office phone 334.382.5199, ext. 1401 (*state your name, the nature of your call and a telephone number where you can be reached*). If it is before/after daily service hours, contact the program director AT HOME.

If the situation requires police, fire, or medical assistance members should proceed to contact the appropriate officials.

Members are not permitted to make any statements to the media. All media contact should be directed to the School Board media relation's coordinator.

It is the member's responsibility to notify the AmeriCorps program director and their site of any absence. Calls from relatives/family, unless in an emergency situation, will be considered NO SHOW; NO CALL.

XXIX. Other Policies

Other policies may be given in oral or written form at any time by the AmeriCorps program director. Additional rules, regulations, procedures are covered in the member agreement, Member Handbook, school student handbooks, school board regulations, and other AmeriCorps documentation.

XXX. Smoking

Members are not permitted to smoke on school property or within view of any students (including off school property).

XXXI. Solicitation and Distribution

We believe members should not be disturbed or disrupted in the performance of service or training. For this reason solicitation of any kind to a member or by a member while either person is engaging in service or training is forbidden. Members may never solicit students or school staff in any manner or form. *Distribution of advertising material, handbills, printed literature or other written or verbal solicitation of any kind in service or training areas is prohibited at all times.*

XXXII. School Holidays / Closing

Members and staff with the AmeriCorps Instructional Support Team will follow the established school closing / holiday schedule established by the Butler County School Board. When weather forces the closing of schools, members do not need to report to sites (unless teachers are requested to report to school).

At times, special service projects or state-wide training programs may be held during a holiday or school closing. All members will be required to participate in the event, regardless of the established or recognized holiday. Members will be required to participate in training and service activities during the summer months.

XXXIII. Emergency Phone Numbers

In the event of an emergency, the program director should be contacted. If the program director is unavailable, leave a voice message (state your name, the nature of your call and a telephone number where you can be reached. ***Call collect if needed, state your name and that this is an emergency call. It is the member's responsibility to notify the AmeriCorps program director and their site of any absence. Calls from relatives will be considered NO SHOW; NO CALL.***

Carol McArthur, AmeriCorps Program Director
334-382-5199 ext. 1401 (AmeriCorps Office)
334-382-8433 home (Greenville)

XXXIV. Exit from the Program

Since participation in AmeriCorps is based upon mutual consent, either the member or the program is privileged to terminate the term of service. Early termination of term of service will result in either the reduction or withdrawal of the AmeriCorps educational award (at the option of the program director) and termination of all benefits immediately (including the living allowance, insurance, and childcare).

Members who find it necessary to leave the AmeriCorps Instructional Support Team are expected to give written notice to the program director within **10 days** of the desired resignation date. The program director may set the actual last date of service.

The program may release a member at any time for cause for violation of the policies and procedures of the AmeriCorps Instructional Support Team. Any member absent without notice or on unauthorized leave for two consecutive days is considered to have quit without notice. Any member so classified will be released and will not receive any portion of the educational award or any future living allowance or benefits. *Repeated absenteeism or tardiness is grounds for immediate release.*

Any member who ends their term of service early is required to return all AmeriCorps service gear prior to receiving their final stipend.

According to the National and Community Service Act of 1990 and the National and Community Service Trust Act of 1993 identify the individuals who serve in AmeriCorps programs as “participants” neither “employees” nor “volunteers”. In the average employment situation, it is the employer who profits from employee labor. In contrast, with AmeriCorps, the programs derive little benefit from member service. Instead, the “participant” serves to benefit his or her community and at the same time earns meaningful life experience. Moreover, “participants” do not receive all the perquisites of employment, yet they are entitled to some benefits, such as education awards and student loan deferments, that exceed the rights of ordinary employee. Unlike employees, “participants” do not work for general wages. Instead they receive a living allowance that simply enables them to participate in the AmeriCorps program. A member’s separation from service, for whatever reason does not result in a loss of livelihood. **Therefore unemployment benefits are not allowable for AmeriCorps members**

XXXV. Authorization

The member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement. The member also acknowledges that he/she has received a copy of the AmeriCorps Code of Conduct and agrees to be bound by the policies set forth, including any future revisions.

*Signature:*_____

*Signature:*_____

*Print Name:*_____

Carol M. McArthur

Date: October 1, 2007
AmeriCorps Member

Date: October 1, 2007
Program Director
AmeriCorps Instructional Support Team

*Signature:*_____

*Signature:*_____

Mike Looney
Date: October 1, 2007
Superintendent

Amy Bryan
Date: October 1, 2007
Butler County Education & Community
Learning Center Director

**YOUR WORLD.
YOUR CHANCE TO MAKE IT BETTER.**



The Corporation for National and Community Service, the parent organization of AmeriCorps, was established in 1993 to engage Americans of all ages and backgrounds in community-based service. It supports a range of national and community service programs, providing opportunities for participants to service full-time and part-time, with or without pay, as individuals or a part of a team... AmeriCorps engages thousands of Americans on a full or part time basis to help communities address their toughest challenges while earning support for college, graduate school, or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service -- programs like the Civilian Conservation Corps, the Montgomery GI Bill, and Peace Corps.



The AmeriCorps Pledge

I will get things done for America
to make our people safer, smarter, and healthier.

I will bring Americans together
to strengthen our communities.

Faced with apathy, I will take action
Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me
this year and beyond.

I am an AmeriCorps member ...
and I am going to *get things done*.



AmeriCorps Instructional Support Team Butler County Board of Education

AmeriCorps Office

The Butler County Education & Community Center
211 School Highland Road
Greenville, AL 36037
334-382-5199 ext. 1401 334-382-7592 (Fax)

Board of Education Office

215 Administrative Drive
Greenville, AL 36037
334-382-2665 334-382-8607 (Fax)

Mission Statement

The mission of AmeriCorps Instructional Support Team,
like that of the Butler County School System, is as follows:
To provide each student, through well defined instructional programs,
diversified extracurricular activities, and appropriate student support personnel
services, the opportunity to achieve maximum success in academic performance
and to further enhance student's options and opportunities in leading
successful and productive lives.



The AmeriCorps Instructional Support Team
will assist students at the following sites:

W. O. Parmer Elementary School
100 Butler Circle
Greenville, AL 36037
334.382.8720 382.382.2425 (Fax)
Catherine Sawicki, Principal

McKenzie School
P.O. Box 158
McKenzie, AL 36456
334.374.2711 334.374.8108 (Fax)
Randy Williams, Principal

R.L. Austin Elementary School
P.O. Box 519
Georgiana, AL 36033
334.376.2260 334.376.9556 (Fax)
Alton Abrams, Principal

Greenville Elementary School
102 Butler Circle
Greenville, AL 36037
334.382.7614 334.382.7735 (Fax)
Claire Moorner, Principal

Pre-School Programs
Education & Community Learning Center
211 School Highland Road
Greenville, AL 36037
334.382.5199 334.382.7592 (Fax)
Amy Bryan, Federal Programs

Head Start Pre-School
BCECLC
211 School Highland Road
Greenville, AL 36037
334.382.8034
Dorothy Jordan, Director

Vocational Department
100 Tiger Drive
Greenville, AL 36037
334.382.2608 334.382.7202 (Fax)
Joseph West, Career / Technical Ed. Director

Dunbar Recreational Center
School Highland Road
Greenville, AL 36037
334.382.8708
Jerome Harris, Recreation Director

YMCA
100 Tiger Drive
Greenville, AL 36037
334.382.0550 334.382.0201 (Fax)
Amanda Phillips, Director

“Every Child Deserves a Chance”
Greenville Housing Authority
Greenville, AL 36037
334.382.6581
Dorothy Berry, Instructor

Butler County Board of Education

Mike Looney, Superintendent
215 Administrative Drive
Greenville, Alabama 36037

Telephone 334-382-2665
Fax 334-382-8607

2007 School Board Members

Ms. Linda Hamilton
Mr. Billy Wayne Jones
Mr. Joseph Lisenby
Mr. Johnny Lee
Mr. Terry Williams

Mike Looney, Superintendent of Education

Schools

Georgiana High School: Mr. Joseph Dean, Principal
Greenville High School: Dr. Kathy Murphy, Principal
Greenville Middle School: Mr. Jai Hill, Principal
Greenville Elementary School: Ms. Claire Moore, Principal
McKenzie School: Mr. Randy Williams, Principal
Robert L. Austin Elementary School: Mr. Alton Abrams, Principal
W.O. Parmer Elementary School: Ms. Catherine Sawicki, Principal

Butler County Board of Education Mission Statement

The Butler County School System believes that each student is different in terms of his/her environment, experience, needs, interests, and abilities, and each has a unique pattern of physical, mental, emotional, and social development. As a unique individual, each student has worth and dignity and deserves respect.

Therefore, our mission is to provide each student, through well-defined instructional programs, diversified extracurricular activities, and appropriate student personnel services, the opportunity to achieve maximum success from early childhood through high school graduation, and to further enhance students' options and opportunities in leading successful productive adult lives.

School Philosophy of Education

McKenzie School

We believe in a Democracy in which the rights, worth, and happiness of an individual are permanent.

It is our belief that it is the duty and privilege of the public school to develop and put into effect that type of instruction, which will prepare our students to live and participate in a democracy. To this end the school should provide for the all-around development of each individual, physically, mentally, socially and emotionally.

The goals of education are the same for all, but individual differences must be taken into consideration in determining methods, techniques, and equipment in order that each individual's talents and abilities may be developed as completely as possible.

It shall be the purpose of the curriculum to concern itself primarily with the learning outcomes that should be the common possession of all. The three R's will be stressed but will not comprise the complete curriculum. Habits, attitudes and ideals will be important objectives. It is the responsibility of the school to provide for the diversity of the interests and needs which tend to become more pronounced as the student matures.

We believe that the curriculum should be subject to constant re-evaluation and revision as shifting values and emphasis create new needs.

The Educational program of the community should be the outcome and cooperative interaction between all persons involved, always looking toward the improvement of educational opportunity.

W. O. Parmer Elementary School

We, the faculty and staff at W. O. Parmer Elementary School, are committed to an education that will foster mental, moral, physical, and social growth. We believe that through our endeavors to attain excellence in our teaching, we will help our students to attain mastery of the skills of reading, communicating, and mathematics. We further believe that education should help develop citizens of a democratic society with an appreciation for the free enterprise system, which will insure the continuation of our American heritage. We believe that education should generate the development of self-discipline and self-worth as well as appreciation of human uniqueness.

R.L. Austin Elementary School

Robert L. Austin Elementary School encompasses as a guiding principal the uniqueness of each child in all aspects of human growth and development. The administration and staff recognize and accept the fact that each child acquires knowledge in many different ways at varying rates of achievement. The administration and staff believe that its task is to assist in the total development of each child and to meet effectively individual needs in the cognitive, affective and psychomotor domains.

Other basic tenets include the necessity for preparing each child to be a responsible citizen; allowing students to assume responsibility for achieving worthwhile goals; maintaining moral values; and preparing students to make wise decisions in accepting social and economic changes.

As an essential element in the successful development of the learning process, the Robert L. Austin Elementary School administration and staff actively encourages interaction among parents, students, teachers, staff, and administration. Varied opportunities for participation in the overall school programs are provided.

2007-2008 AmeriCorps Training Schedule

National AmeriCorps Days

Governor's Volunteer Leadership Conference /	December 11-13, 2007
Statewide AmeriCorps member Launch	October 27, 2007
Make A Difference Day	January 21, 2008
Martin Luther King Day	April 13 – 19, 2008
National Volunteer Week	April 21-23, 2008
National and Global Youth Service Day	May 5, 2008
Join Hands Day	May 11-18, 2008
Statewide AmeriCorps Week	TBA (May or Aug.)
Statewide AmeriCorps Event (mid or end year)	

Butler County School System Days

Professional Workdays	January 3-4, 2008
Workdays	May 27-28, 2008
System Institute Days	TBA (August 2008)
School Pre-Service / Workday	TBA (August 2008)

AmeriCorps Instructional Support Team Trainings

Orientation: AIST	October 1, 2007
Special Services	October 2, 2007
Alabama Code of Ethics / Legal Issues /NCLB	October 2, 2007
Early Childhood Development / Child Abuse Policies	October 2, 2007
Reading Initiative & Lang. Arts Development / Math	October 3, 2007
Prohibitive Activities	October 3, 2007
Professional Image & Communication Skills	October 4, 2007
Disability Inclusion	October 4, 2007
Art in the Classroom	October 4, 2007
Professional Image II	October 5, 2007
First Aid, CPR Training/Certification	October 8 – 9, 2007
Technology and Media Training	October 9-10, 2007
Disaster Preparedness	October 10, 2007
Nutrition Training	November 5, 2007
Multi-Cultural Diversity Training	TBA (Feb. 2008)
Conflict Resolution	TBA (Feb. 2008)
Time and Stress Management	TBA (March 2008)
Financial Management	TBA (March 2008)
Teambuilding	TBA (June 2008)
AIST member Graduation	TBA (Sept. 2008)
Weekly Meetings	Every Friday @1:30

Holidays

Fall Break (October 17-19), Veterans Day (November 12), Thanksgiving (November 21 - 23), Winter Break (December 21 – January 2), Weather Days (March 21 & March 24), Spring Break (April 21 – 25), Memorial Day (May 26), Independence Day (July 4); Labor Day (September 1)